

March 8, 2016

As some of you may know, the FileZilla server is almost full, and as a result, we need to change the procedure for uploading images into the Symbiota portal. The new procedure involves several more steps, but still is fairly straightforward. I have attached a description of the procedure to this email for you to read over. I will ask you all to stop uploading to the FileZilla servers from now on and use the iDigBio Ingestion Tool described in the attached document.

One of the steps is to enter a UUID and API key. These will be provided by me, so please contact me so I can get those to you.

This procedure will be used for plants, fish, and mollusks. If you are using your own IPT or another method besides FileZilla, you can continue imaging as normal. For those of you uploading skeletal records with the images, I can also show you how to upload those.

I will be happy to answer any questions you may have about this new procedure, and I will be available to talk this over via phone or Skype.

Cheers, Aaron Goldberg, Museum Project Manager, University of Wisconsin Madison

iDigBio Image Ingestion Utility

The image ingestion tool can be used to upload web images (jpgs) from ones local system into the iDigBio image server. The JPG images should have some jpg compression applied and be around the file size of 1-5MB.

1. **Download and install** the iDigBio Image Ingestion Utility from GitHub (<https://github.com/iDigBio/idigbio-ingestion-tool/releases/tag/1.1.1>). For more information visit the iDigBio wiki page (https://www.idigbio.org/wiki/index.php/CYWG_iDigBio_Image_Ingestion_Appliance).
2. **Enter Security keys:** When you run the Image Ingestion Utility for the first time, you will be prompted for a UUID and an associated API key. If you do not have a UUID and API key pair, you should contact your portal or project administrator. After logging in with your UUID and API key, you should see a page similar to the following.
3. **Index Image Files:** In order to upload the files, the Image Ingestion Utility needs a CSV file that lists the file locations of the image files on your local system. To have the utility generate this CSV files for you, click on the **“Generate CSV”** tab and enter the following. Also see below screenshot.
 - a. **Upload Path:** Enter your full pathway to where your images are stored on your local system (e.g. C:\Images\ or /Images/). For security reasons, the pathway must be hand-typed, or copy/pasted from your file system browser.
 - b. **GUID Syntax:** Choose the {GUID Prefix}{File Name} option. Note that if you will be linking the images into a Symbiota portal, the image file names should contain the catalog number.
 - c. **GUID Prefix:** If your institution code is part of the file name, leave this field blank. If not, then enter your institution and/or collection code as instructed by your portal manager.
 - d. Clicking on “generate CSV” will then generate a CSV file in the same location where your images reside.



Image Ingestion Tool

This is a tool that helps you ingest images into the iDigBio storage cloud.

If you do not have the CSV (Comma Separated Values) file for your media, please create one (your media should be within one directory) using the **"Generate CSV"** tab. Please use the **"Upload Via CSV"** tab to upload your media through a CSV file to the server. The **"Upload History"** shows the details of all previous uploads. Please make sure your images comply with the [Acceptable Formats](#).

Generate CSV **Upload Via CSV** Upload History

Upload Path *

Also Search Files in the Sub-directories.

GUID Syntax *

GUID Prefix

CSV Save Path

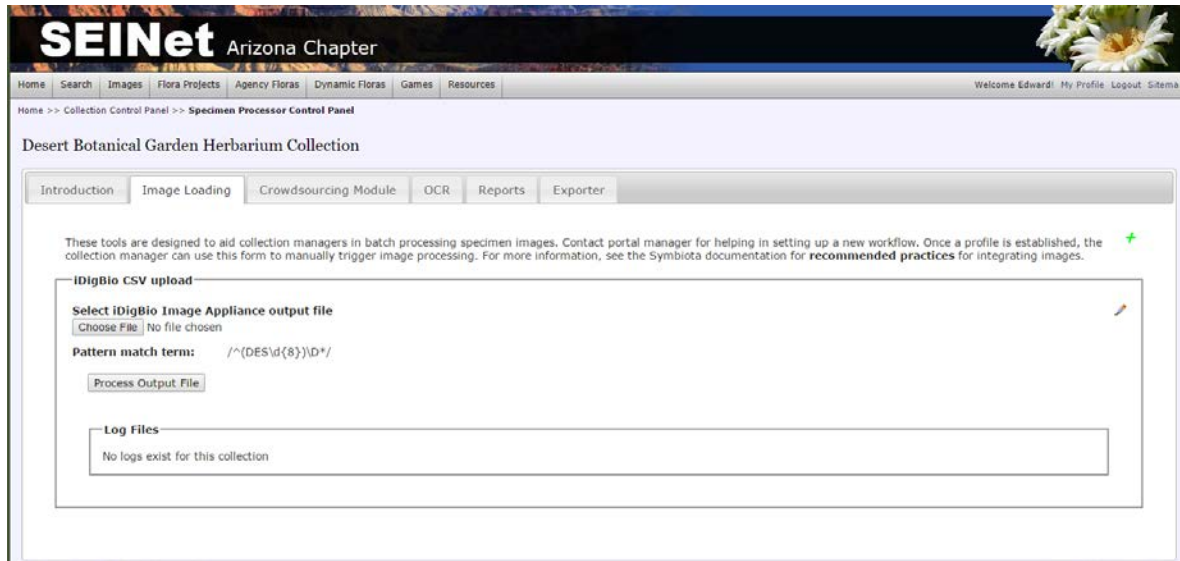
Note: Fields with * are mandatory.

- Upload Image to iDigBio:** Click the "Upload Via CSV" to return to original screen. Choose a Creative Commons Image License. Then, give the **full pathway** to the CSV file. This will typically be same path you entered in step 3 plus the file name (e.g. C:\Images\media_records.csv or /Images/media_records.csv). Click on "**Upload**" to start the image transfer process. You should see a progress bar like the one in the screenshot below showing the status of the upload.

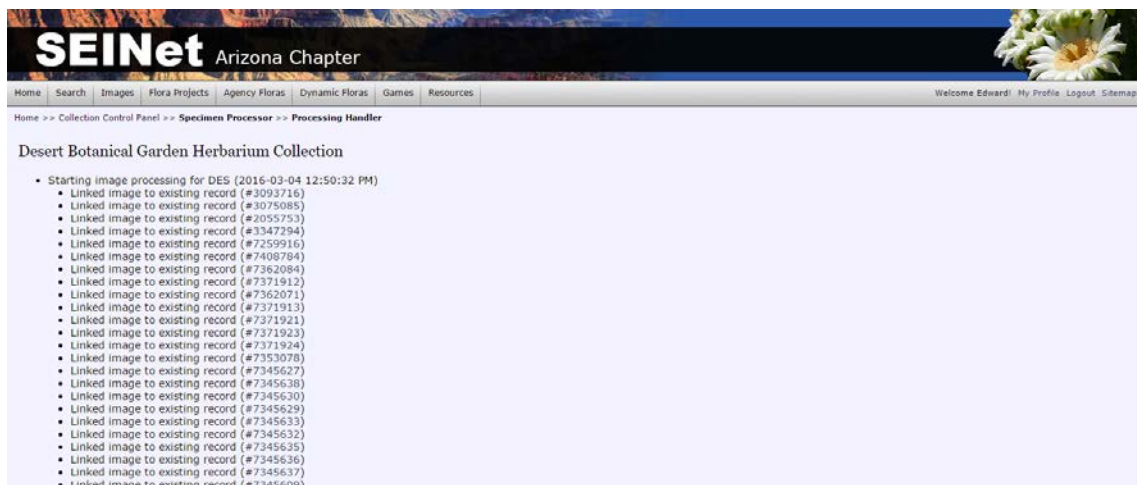
- Generate Upload Report:** Once the upload process has completed, the next step is to link the image URL to your Symbiota collection. To do this, you will first need to create a report of the upload process. Enter a path and file name to where you want to save the report, and then click the "Export CSV file" button (see screenshot below).

OriginalFileName	Online Path or Error Message
C:\temp\images_to_load\des\DES00021712.jpg	http://media.idigbio.org/lookup/images/31b0fc6d0b05c91dd7cdfa3a471d4d7a
C:\temp\images_to_load\des\DES00040294.jpg	http://media.idigbio.org/lookup/images/862ded4c48396948ca2d53a44a79f95f
C:\temp\images_to_load\des\DES00058578.jpg	http://media.idigbio.org/lookup/images/d53306e6b912c0476c624fa34f5866f8
C:\temp\images_to_load\des\DES00070389.jpg	http://media.idigbio.org/lookup/images/c3d5521a77c2e5953ae0862cc9fa4282
C:\temp\images_to_load\des\DES00078184.jpg	http://media.idigbio.org/lookup/images/81c06b554ce491c2d71b5e2d0c46e944
C:\temp\images_to_load\des\DES00078185.jpg	http://media.idigbio.org/lookup/images/6b19dfd13e4a60431d78a8ce2a00b7cb
C:\temp\images_to_load\des\DES00078186.jpg	http://media.idigbio.org/lookup/images/487918c4637968f59d437bdd52a19f2e
C:\temp\images_to_load\des\DES00078193.jpg	http://media.idigbio.org/lookup/images/9e5496368a5ad8b4ae9fd1ed21aaa830
C:\temp\images_to_load\des\DES00078201.jpg	http://media.idigbio.org/lookup/images/cd0d0936953e4f454155f2ac168c2f0
C:\temp\images_to_load\des\DES00078202.jpg	http://media.idigbio.org/lookup/images/96acb73be75c28fc1a0ae253740b24b4

6. **Log into your Symbiota portal (plants are at www.midwestherbaria.org, fish & mollusks at greatlakesinvasives.org), navigate to your management menu, select **Processing Toolbox**, and then the **Image Loading** tab. If you don't see an "iDigBio CSV Upload" profile setup like the one in the below screenshot, you will need to ask your portal manager to set one up using the following directions. Note that this only needs to be done once.**
- Select "iDigBio CSV Upload" from the Upload Type drop-down menu,
 - Enter a *regular expression* that will capture the catalog number from the file name. Remember to enclose the portion of the expression representing the catalog number in parenthesis. Setting up a regular expressions can be difficult, thus don't feel shy about asking for help. Also see: <http://www.regexr.com>



7. **Link Image URL to Symbiota Collection:** Use the file browser (e.g. Choose File button) to select the Upload Report that you generated in step 5 and click the "Process Output File" button. This will start the linking process which inspects each record and does the following: 1) extracts the catalog number from the file name, 2) looks to see if a record with that catalog number already exists, 3) if it does, it links the image to the existing record, 4) if not, it links the image to a new empty record primed only with the specimen catalog number.



* If you have a CSV skeletal records file that needs to be uploaded, this can be done using the “Skeletal File Upload” option in your collection management menu.